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TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Annual Financial Statements
With Independent Auditor's Report
As of and for the Two Years Ended
December 31, 2004
With Supplemental Information Schedules

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7-13-05

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Annual Financial Statements
With Independent Auditor's Report
As of and for the Two Years Ended December 31, 2004
With Supplemental Information Schedules

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Independent Auditor's Report

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

I have audited the basic financial statements of the Tensas Parish Assessor, a component unit of the Tensas Parish Police Jury, as of December 31, 2004, and for the two years then ended, as listed in the table of contents. These financial statements are the responsibility of the Tensas Parish Assessor's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Tensas Parish Assessor as of December 31, 2004, and the changes in its financial position for the two years then ended in conformity with U.S. generally accepted accounting principles.

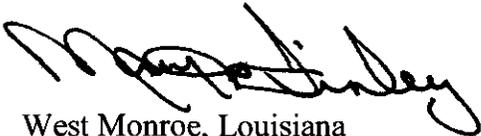
As described in Note 1 to the financial statements, the assessor has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, as of December 31, 2004.

Management's discussion and analysis, and supplementary information on pages 6 through 9 and 27 through 29, respectively are not a required part of the basic financial statements, but are supplementary information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information and reviewing the source of selected information. However, I did not audit the information and express no opinion on it.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
Independent Auditor's Report,
December 31, 2004

My audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental information schedules listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Tensas Parish Assessor. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, I have also issued a report dated June 20, 2005, on the Tensas Parish Assessor's compliance with laws and regulations, and my consideration of the agency's internal control over financial reporting. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of my audit.



West Monroe, Louisiana
June 20, 2005

**REQUIRED SUPPLEMENTARY INFORMATION
PART I**

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Management's Discussion and Analysis
December 31, 2004

As management of the Tensas Parish Assessor, I offer readers of the Tensas Parish Assessor's financial statements this narrative overview and analysis of the financial activities of the Tensas Parish Assessor for the two fiscal years ended December 31, 2004. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

Overview of the Financial Statements

This Management Discussion and Analysis document introduces the assessor's basic financial statements. The annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (Government-wide Financial Statements) provide information about the financial activities as a whole and illustrate a longer-term view of the assessor's finances. The Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund (Fund Financial Statements) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Financial Statements by providing information about the most significant funds. This report also contains other supplementary information in addition to the basic financial statements themselves.

Our auditor has provided assurance in her independent auditor's report that the Basic Financial Statements are fairly stated. The auditor, regarding the Required Supplemental Information and the Supplemental Information is providing varying degrees of assurance. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each of the other parts in the Financial Section.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Tensas Parish Assessor's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the Tensas Parish Assessor's assets and liabilities, with the difference between the two reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Tensas Parish Assessor is improving or deteriorating.

The *statement of activities* presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (for example, earned, but unused, sick leave).

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Tensas Parish Assessor, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Tensas Parish Assessor uses only governmental funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Tensas Parish Assessor adopts an annual appropriated budget for the general fund. A budgetary comparison statement is provided for the major fund to demonstrate compliance with this budget.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Tensas Parish Assessor's performance.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, assets of the Tensas Parish Assessor exceeded liabilities by \$361,892. Approximately 1% of the Tensas Parish Assessor's net assets reflects its investment in capital assets (e.g., equipment). These assets are not available for future spending.

The balance in unrestricted net assets is affected by two factors: 1) resources expended, over time, by the Tensas Parish Assessor to acquire capital assets from sources other than internally generated funds (i.e., debt), and 2) required depreciation on assets being included in the statement of net assets for the first time.

STATEMENT OF NET ASSETS
Governmental Funds

	2004	2003
ASSETS		
Cash and cash equivalents	\$158,150	\$240,062
Receivables	203,415	97,873
Prepaid expenses		50
Capital assets (net of accumulated depreciation)	1,148	1,608
TOTAL ASSETS	\$362,713	\$339,593
LIABILITIES		
Accounts payable		\$17
Payroll deducts payable	\$821	
TOTAL LIABILITIES	821	17
NET ASSETS		
Invested in capital assets, net of related debt	1,148	1,608
Unrestricted	360,744	337,968
TOTAL NET ASSETS	\$361,892	\$339,576

Financial Analysis of the Government's Funds

As noted earlier, the Tensas Parish Assessor uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of December 31, 2004, the General Fund unreserved, undesignated fund balance of \$360,744 showed an increase of \$22,776 over December 31, 2003.

General Fund Budgetary Highlights

The primary difference between revenues of the original budget and the final budget for the year 2004 was due to an increase in federal in lieu of taxes. The differences between expenditures of the original budget and the final budget for 2004 were primarily due to increases in the cost of travel and other charges and a decrease in the cost of personal services and related benefits, operating services, and capital outlay. Differences between expenditures of the original budget and the final budget for 2003 were due to an increase in the cost of travel and other charges and decrease in the cost of personal services and related benefits and operating services.

Capital Asset and Debt Administration

Capital assets. The Tensas Parish Assessor's investment in capital assets for its governmental activities as of December 31, 2004, amounts to \$1,148 (net of accumulated depreciation). This investment includes

furniture and equipment. The increase in capital assets for the year ended 2004 was \$399. There were no increases for 2003.

Long-term debt. At the end of the fiscal year, Tensas Parish Assessor had no outstanding long term debt.

Requests for Information

This financial report is designed to provide a general overview of the Tensas Parish Assessor's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Tensas Parish Assessor, Courthouse Building, St. Joseph, LA 71366.

June 20, 2005

BASIC FINANCIAL STATEMENTS

Statement A**TENSAS PARISH ASSESSOR
St. Joseph, Louisiana****STATEMENT OF NET ASSETS
December 31, 2004**

	<u>2004</u>	<u>2003</u>
ASSETS		
Cash and cash equivalents	\$158,150	\$240,062
Receivables	203,415	97,873
Prepaid expenses		50
Capital assets (net of accumulated depreciation)	<u>1,148</u>	<u>1,608</u>
TOTAL ASSETS	<u>\$362,713</u>	<u>\$339,593</u>
LIABILITIES		
Accounts payable		\$17
Payroll withholdings payable	<u>\$821</u>	
TOTAL LIABILITIES	<u>821</u>	<u>17</u>
NET ASSETS		
Invested in capital assets, net of related debt	1,148	1,608
Unrestricted	<u>360,744</u>	<u>337,968</u>
TOTAL NET ASSETS	<u>\$361,892</u>	<u>\$339,576</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

STATEMENT OF ACTIVITIES
December 31, 2004

	<u>2004</u>	<u>2003</u>
Taxation:		
Personal services	\$177,286	\$204,873
Operating services	14,702	17,419
Materials and supplies	1,549	2,033
Travel	16,074	11,174
Depreciation expense	859	780
Total Program Expenses	<u>210,470</u>	<u>236,279</u>
Program revenues - fees, charges and commissions	<u>6,999</u>	<u>6,250</u>
Net Program Expenses	<u>(203,471)</u>	<u>(230,029)</u>
General revenues		
Taxes - ad valorem	204,973	196,357
Federal in lieu of taxes	3,783	4,036
Intergovernmental revenues - state grant - state revenue sharing	14,819	15,143
Interest earnings	<u>2,212</u>	<u>1,798</u>
Total general revenues	225,787	217,334
Change in Net Assets	22,316	(12,695)
Net Assets - Beginning of year	<u>339,576</u>	<u>352,271</u>
Net Assets - End of year	<u>\$361,892</u>	<u>\$339,576</u>

The accompanying notes are an integral part of this statement.

Statement C**TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
GOVERNMENTAL FUNDS**

Balance Sheet, December 31, 2004

	<u>2004 GENERAL FUND</u>	<u>2003 GENERAL FUND</u>
ASSETS		
Cash and cash equivalents	\$158,150	\$240,062
Receivables	203,415	97,873
Prepaid expenses		<u>50</u>
TOTAL ASSETS	<u><u>\$361,565</u></u>	<u><u>\$337,985</u></u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable		\$17
Payroll withholdings payable	\$821	
Fund Equity - fund balances - unreserved - undesignated	<u>360,744</u>	<u>337,968</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>\$361,565</u></u>	<u><u>\$337,985</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Reconciliation of Governmental Funds
Balance Sheet to the Statement of Net Assets

For the Two Years Ended June30, 2004

	<u>2004</u>	<u>2003</u>
Total Fund Balances - Governmental Funds (Statement C)	<u>\$360,744</u>	<u>\$337,968</u>
Cost of capital assets	\$34,127	\$33,728
Less: Accumulated depreciation	<u>(32,979) 1,148</u>	<u>(32,120) 1,608</u>
Net Assets (Statement A)	<u><u>\$361,892</u></u>	<u><u>\$339,576</u></u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana
GOVERNMENTAL FUNDS

Statement of Revenues, Expenditures,
and Changes in Fund Balances

For the Two Years Ended December 31, 2004

	2004 GENERAL FUND	2003 GENERAL FUND
REVENUES		
Taxes - ad valorem	\$204,973	\$196,357
Federal in lieu of taxes	3,783	4,036
Intergovernmental revenues - state funds - state revenue sharing	14,819	15,143
Fees, charges, and commissions for services	6,999	6,250
Use of money and property - interest earnings	2,212	1,798
Total revenues	<u>232,786</u>	<u>223,584</u>
EXPENDITURES		
Current:		
General government - taxation:		
Personal services	177,286	204,873
Operating services	14,702	17,419
Materials and supplies	1,549	2,033
Travel and other charges	16,074	11,174
Capital outlay	399	
Total expenditures	<u>210,010</u>	<u>235,499</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	22,776	(11,915)
FUND BALANCES AT BEGINNING OF YEAR	<u>337,968</u>	<u>349,883</u>
FUND BALANCES AT END OF YEAR	<u>\$360,744</u>	<u>\$337,968</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Reconciliation of Governmental Funds
Statement of Revenue, Expenditures, and Changes
in Fund Balances to the Statement of Activities

For the Two Years Ended December 31, 2004

	<u>2004</u>	<u>2003</u>
Total net change in fund balances - governmental funds (Statement E)	\$22,776	(\$11,915)
Amounts reported for governmental activities in the Statement of Activities are different because:		
Capital outlays are reported in governmental funds as expenditures. However, in the statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceed depreciation for the period	<u>(460)</u>	<u>(780)</u>
Change in net assets of governmental activities (Statement B)	<u>\$22,316</u>	<u>(\$12,695)</u>

The accompanying notes are an integral part of this statement.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Notes to the Financial Statements
As of and For the Two Years Ended December 31, 2004

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a term of four years, beginning January 1 following the year in which elected. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation, prepares tax rolls, and submits the rolls to the Louisiana Tax Commission and other governmental bodies as prescribed by law. The assessor is authorized to appoint as many deputies as necessary for the efficient operation of his office and to provide assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniarily responsible for the actions of the deputies.

For the first time the financial statements include:

A Management Discussion and Analysis (MD&A) section providing an analysis of the Assessor's overall financial position and results of operations.

Financial statements prepared using full accrual accounting for all of the Assessor's activities.

These and other changes are reflected in the accompanying financial statements (including notes to financial statements).

A. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Tensas Parish Police Jury is the financial reporting entity for Tensas Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Tensas Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial responsibility. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury maintains and operates the parish courthouse in which the assessor's office is located and provides partial funding for equipment, furniture and supplies of the assessor's office, the assessor was determined to be a component unit of the Tensas Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the Tensas Parish financial reporting entity.

B. BASIC FINANCIAL STATEMENTS - GOVERNMENT-WIDE STATEMENTS

The assessor's basic financial statements include both government-wide (reporting the assessor as a whole) and fund financial statements (reporting the assessor's major fund). Both government-wide and fund financial statements categorize primary activities as either governmental or business type. All activities of the Assessor are classified as governmental.

The Statement of Net Assets (Statement A) and the Statement of Activities (Statement B) display information about the reporting government as a whole. These statements include all the financial activities of the Assessor.

In the Statement of Net Assets, governmental activities are presented on a consolidated basis and are presented on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term obligations. Net assets are reported in three parts; *invested in capital assets, net of any related debt; restricted net assets; and unrestricted net assets.*

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

The government-wide financial statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program Revenues - Program revenues included in the Statement of Activities (Statement B) are derived directly from parties outside the assessor's taxpayers or citizenry. Program revenues reduce the cost of the function to be financed from the assessor's general revenues.

Allocation of Indirect Expenses - The assessor reports all direct expenses by function in the Statement of Activities (Statement B). Direct expenses are those that are clearly identifiable with a function.

C. BASIC FINANCIAL STATEMENTS - FUND FINANCIAL STATEMENTS

The financial transactions of the assessor are reported in individual funds in the fund financial statements. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Fund financial statements report detailed information about the assessor. The focus of governmental fund financial statements is on major funds rather than reporting funds by type.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The assessor's current operations require the use of only governmental funds. The governmental fund type used by the assessor is described as follows:

Governmental Fund Type

General Fund - The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the assessor and is used to account for the operations of the Assessor's office. The various fees and charges due to the Assessor's office are accounted for in this fund. General operating expenditures are paid from this fund.

D. BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

1. Accrual:

Governmental type activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified *accrual basis of accounting*. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Governmental funds use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The assessor considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Ad valorem taxes and the related state revenue sharing are budgeted in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis, attach as an enforceable lien, and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December of the current year and January and February of the ensuing year.

Fees for preparing tax rolls are recorded in the year prepared.

Interest income on demand deposits is recorded monthly when the interest is earned and credited to the account.

Based on the above criteria, ad valorem taxes, state revenue sharing, and fees for preparing tax rolls have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. CASH AND CASH EQUIVALENTS

Under state law, the assessor of court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2004, the assessor has cash and cash equivalents (book balances) totaling \$158,150.

These deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These deposits are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash (bank balances) at December 31, 2004, total \$158,150 and are fully secured by federal deposit insurance.

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

F. CAPITAL ASSETS

Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The assessor maintains a threshold level of \$300 or more for capitalizing capital assets.

Capital assets are reported in the government-wide financial statements but not in the fund financial statements. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes by the assessor, no salvage value is taken into consideration for depreciation purposes. All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Furniture and fixtures	5 - 10 years
Vehicles	5 - 15 years
Equipment	5 - 20 years

G. ANNUAL AND SICK LEAVE

All employees earn ten days of vacation leave and ten days of sick leave each year. Vacation leave and sick leave are non-cumulative and any amounts remaining at year-end are forfeited.

H. RISK MANAGEMENT

The assessor is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions. To handle such risk of loss, the assessor maintains commercial insurance policies covering her automobile, and surety bond coverage. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts. There were no significant reductions in insurance coverage during the year ended December 31, 2004.

2. PRINCIPAL TAXPAYERS

The following are the principal taxpayers for the parish and their 2004 assessed valuation:

TENSAS PARISH ASSESSOR
 St. Joseph, Louisiana
 Notes to the Financial Statements (Continued)

	2004 Assessed Valuation	% of Total Assessed Valuation
American Commercial Barge	\$3,406,520	7.65%
American River Trans. Co.	3,197,230	7.18%
Ingram Barge Company	3,024,860	6.80%
Cross Keys Bank	2,012,455	4.52%
Bunge North American Inc.	1,147,204	2.58%
Entergy Louisiana, Inc.	1,117,290	2.51%
Tensas State Bank	947,335	2.13%
Bellsouth Telecommunications	727,550	1.63%
Somerset Plantation	414,190	0.93%
Agri-Trans Corporation	392,410	0.88%
Total	<u>\$16,387,044</u>	<u>36.81%</u>

3. RECEIVABLES

The General Fund receivables of \$203,415 at December 31, 2004, are as follows:

<u>Class of receivables:</u>	
Taxes - Ad valorem	\$187,885
Intergovernmental revenue - state revenue sharing (net)	14,819
Other	711
Total	<u>\$203,415</u>

4. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in office furnishings and equipment follows:

Balance, December 31, 2002	\$33,728
Additions	NONE
Deletions	NONE
Balance, December 31, 2003	33,728
Additions	399
Deletions	<u>(3,679)</u>
Balance, December 31, 2004	30,448
Less accumulated depreciation	<u>(29,300)</u>
Net Capital Assets	<u>\$1,148</u>

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

Beginning balance for capital assets was adjusted to remove those items that are below the capitalization threshold level of \$300 and Assessor's office performed a physical inventory.

5. PENSION PLAN

Substantially all employees of the Tensas Parish Assessor's office are members of the Louisiana Assessor's Retirement System (system), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of credited service or at or after age 50 with at least 30 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 per cent of their final-average salary for each year of credited service rendered on or before June 30, 1999, and 3.33 per cent of their final-average salary for each year of credited service rendered on or after July 1, 1999, not to exceed 100 per cent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The system also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessors' Retirement System, 3060 Valley Creek Road, Baton Rouge, Louisiana 70898, or by calling (225) 928-8886.

Plan members are required by state statute to contribute 8.00 per cent of their annual covered salary and the Tensas Parish Assessor is required to contribute at an actuarially determined rate. The current rate is 14.5 per cent of annual covered payroll. Contributions to the system include one-fourth of one per cent (one per cent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Tensas Parish Assessor are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Tensas Parish Assessor's contributions to the system for the years ending December 31, 2004, 2003, and 2002, were \$17,833, \$19,103, and \$15,942, respectively, equal to the required contributions for each year.

TENSAS PARISH ASSESSOR

St. Joseph, Louisiana

Notes to the Financial Statements (Continued)

6. POST RETIREMENT BENEFITS

The Tensas Parish Assessor provides certain health care and life insurance benefits for retired employees. Substantially all of the assessor's employees become eligible for these benefits if they reach normal retirement age while working for the assessor's office. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid by the assessor. One retiree is eligible for the post-retirement benefits and participates. The assessor recognizes the cost of providing these benefits (the assessor's cost of premiums) as an expenditure when the monthly premiums are due, which was \$28,811 and \$36,620 for the years ended December 31, 2004 and 2003, respectively. Of that amount, \$5,959 was for retiree benefits for each year.

7. LITIGATION AND CLAIMS

The Tensas Parish Assessor is not involved in any litigation at December 31, 2004, nor is he aware of any unasserted claims.

**8. EXPENDITURES OF THE ASSESSOR
PAID BY THE POLICE JURY**

The Tensas Parish Assessor's office is located in the parish courthouse. The cost of maintaining and operating the courthouse, as required by Louisiana Revised Statute 33:4713, is paid by the Tensas Parish Police Jury.

REQUIRED SUPPLEMENTARY INFORMATION

PART II

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2004

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	\$199,500	\$200,000	\$204,973	\$4,973
Federal in lieu of taxes		3,783	3,783	
Intergovernmental revenues - state funds - state revenue sharing	16,000	16,000	14,819	(1,181)
Fees, charges, and commissions for services	2,850	3,750	6,999	3,249
Use of money and property - interest earnings	1,000	1,979	2,212	233
Total revenues	<u>219,350</u>	<u>225,512</u>	<u>232,786</u>	<u>7,274</u>
EXPENDITURES				
Current:				
General government - taxation				
Personal services and related benefits	199,215	188,000	177,286	10,714
Operating services	19,315	16,315	14,702	1,613
Materials and supplies	3,000	2,000	1,549	451
Travel and other charges	11,189	17,000	16,074	926
Capital outlay	5,000	1,000	399	601
Total expenditures	<u>237,719</u>	<u>224,315</u>	<u>210,010</u>	<u>14,305</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(18,369)	1,197	22,776	21,579
FUND BALANCE AT BEGINNING OF YEAR	<u>325,000</u>	<u>337,968</u>	<u>337,968</u>	NONE
FUND BALANCE AT END OF YEAR	<u>\$306,631</u>	<u>\$339,165</u>	<u>\$360,744</u>	<u>\$21,579</u>

See accompanying note to budgetary comparison schedule.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the Year Ended December 31, 2003

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL (BUDGETARY BASIS)	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES				
Taxes - ad valorem	\$195,000	\$195,000	\$196,357	\$1,357
Federal in lieu of taxes	3,000	3,000	4,036	1,036
Intergovernmental revenues - state funds				
state revenue sharing	16,000	16,000	15,143	(857)
Fees, charges, and commissions for services	2,850	2,850	6,250	3,400
Use of money and property - interest earnings	3,000	1,700	1,798	98
Total revenues	<u>219,850</u>	<u>218,550</u>	<u>223,584</u>	<u>5,034</u>
EXPENDITURES				
Current:				
General government -taxation				
Personal services and related benefits	215,100	213,000	204,873	8,127
Operating services	19,515	17,000	17,419	(419)
Materials and supplies	2,900	2,900	2,033	867
Travel and other charges	9,440	12,000	11,174	826
Total expenditures	<u>246,955</u>	<u>244,900</u>	<u>235,499</u>	<u>9,401</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(27,105)	(26,350)	(11,915)	14,435
FUND BALANCE AT BEGINNING OF YEAR	<u>325,000</u>	<u>349,883</u>	<u>349,883</u>	NONE
FUND BALANCE AT END OF YEAR	<u>\$297,895</u>	<u>\$323,533</u>	<u>\$337,968</u>	<u>\$14,435</u>

See accompanying note to budgetary comparison schedule.

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

NOTE TO BUDGETARY COMPARISON SCHEDULE
For the Two Years Ended December 31, 2004

A proposed budget, prepared on the modified accrual basis of accounting, is published in the official journal at least ten days prior to the public hearing. A public hearing is held at the Tensas Parish Assessor's office during the month of December for comments from taxpayers. The budget is then legally adopted by the assessor and amended during the year, as necessary. The budget is established and controlled by the assessor at the object level of expenditure. Appropriations lapse at year-end and must be reappropriated for the following year to be expended.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying budgetary comparison schedule include the original adopted budget amounts and all subsequent amendments.

**REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS
PART III**

**Independent Auditor's Report Required
by *Government Auditing Standards***

The following independent auditor's report on compliance and internal control over financial reporting is presented in compliance with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States and the *Louisiana Governmental Audit Guide*, issued by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

MARY JO FINLEY, CPA, INC.

A PROFESSIONAL CORPORATION

116 Professional Drive - West Monroe, LA 71291

Phone (318) 329-8880 - Fax (318) 329-8883

**Independent Auditor's Report on Compliance and
Internal Control Over Financial Reporting**

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

I have audited the basic financial statements of the Tensas Parish Assessor, a component unit of the Tensas Parish Police Jury, as of and for the two years ended December 31, 2004 and have issued my report thereon dated June 20, 2005. I conducted my audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Tensas Parish Assessor's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that is required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Tensas Parish Assessor's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

TENSAS PARISH ASSESSOR

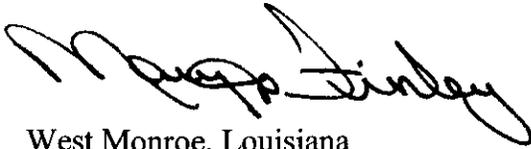
St. Joseph, Louisiana

Independent Auditor's Report on Compliance

And Internal Control Over Financial Reporting, etc.

December 31, 2004

This report is intended solely for the information and use of the Tensas Parish Assessor, management, and Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Although the intended use of these reports may be limited, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



West Monroe, Louisiana

June 20, 2005

TENSAS PARISH ASSESSOR
St. Joseph, Louisiana

Schedule of Findings and Questioned Costs
For the Two Years Ended December 31, 2004

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Tensas Parish Assessor.
2. No instances of noncompliance material to the financial statements of the Tensas Parish Assessor was disclosed during the audit.
3. No reportable conditions relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

**TENSAS PARISH ASSESSOR
St. Joseph, Louisiana**

**Summary Schedule of Prior Audit Findings
For the Two Years Ended December 31, 2004**

There were no findings reported in the audit report for the two years ended December 31, 2002.